

Fiscal Year 2012 Annual Report



Records Services Division



Jason Kander
Secretary of State

Introduction

The Records Services Division of the Office of the Secretary of State is comprised of three units: the Missouri State Archives, the Local Records Program and the Records Management Division. The three units work together to manage, preserve and provide access to public records of all types, including documents, books, maps, photographs, audio recordings and films.

Each unit offers specific services. The **Missouri State Archives** preserves and provides access to the permanent records of Missouri. **Local Records** assists counties, cities and other local government entities with the management and preservation of their records. **Records Management** assists state agencies with record organization and management. These activities promote long-term public records preservation and management, improve public access to the records, preserve the social compact and ensure government transparency.

FY12 Highlights

- The Records Center saved state offices more than \$1,437,389 in storage costs.
- The Missouri Digital Heritage Website recorded 91,257,392 hits.
- Archives eVolunteers led the nation in indexing the 1940 Census, entering and verifying over 1.6 million names in just four months.
- The Supreme Court Digitization Grant enabled the online placement of 428,521 pages of case files from the Supreme Court of Missouri, covering the years 1820 to 1865.
- Archives outreach and education efforts, including tours, the *Archives Alive!* theatrical program, speaker series and other outreach programs reached 13,830 people.
- The Northeast Missouri Regional Records Program was launched with Truman State University to both provide archival education opportunities for students and increase records processing productivity in an underserved region of the state.
- The conservation lab treated a rare "New Sectional Map of the State of Missouri," that could possibly be the earliest map of the state showing all its geographic land forms.
- The Imaging Services Section scanned or microfilmed 4,053,902 pages of records for improved access and preservation.

Missouri State Archives

The Missouri State Archives is the official state repository for permanent records of enduring historical value. The State Archives' mission is to foster an appreciation of Missouri history and illuminate contemporary public issues by preserving the state's permanent records and making them available to its citizens and their government. Most records held by the State Archives are accessioned through the Local Records Program and the Records Management Division.

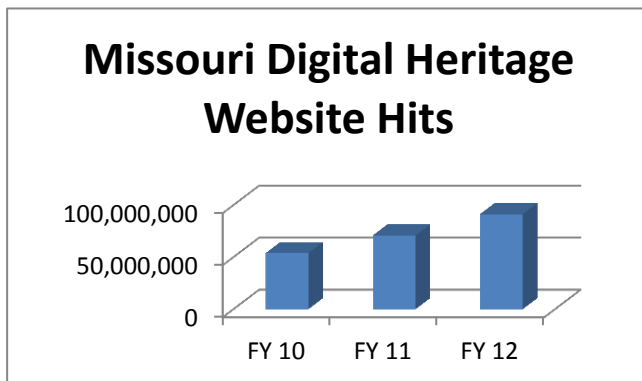
Holdings and Research

The State Archives' holdings allow professional historians and other researchers to uncover information that brings history to life, enlightening citizens to our shared past. The State Archives is Missouri's largest repository for historical documents including:

- more than 338 million pages of records;
- over 500,000 photographs (negatives, prints and slides);
- nearly 200,000 reels of microfilm and 270,000 microfiche;
- more than 9,000 maps;
- state publications numbering in the tens of thousands; and
- an extensive collection of audiovisual materials.

The State Archives preserves records documenting Missouri's history from the era of French and Spanish colonial rule to the present day. Records housed in the State Archives support the full range of research interests—from schoolchildren's studies to family history to academic research. Diverse topics and themes range from the part Missouri towns played in westward expansion to the role of St. Louis in the international fur trade, as well as, slavery, the Civil War, infamous outlaws, military involvement of Missourians from the War of 1812 to World War II, immigration and Missouri politics.

Among the larger collections held by the Missouri State Archives are Missouri Governor Papers; General Assembly Records; Supreme Court of Missouri Case Files; records and publications from state agencies and departments; and millions of microfilmed county and municipal records.



Many researchers continue to use traditional means to access the Archives. They visit in person, call with questions and submit requests by mail. In FY12, the total number of these information requests was 30,940. The vast majority of researchers, however, have turned to the Internet as their preferred research medium. In FY12, the total number of hits for all of the Archives' Missouri Digital Heritage web pages was 91,257,392, a 22% increase from FY11 (shown left).

Volunteers

Since its start in 2004, the Missouri Death Certificate Project has created a searchable online index to over 2.2 million death certificates, filed from 1910-1961. A database links indexed records to digital images of original certificates. Each year the project adds an additional year of certificates to the database as the records are released to the public. In January 2012, 257 eVolunteers from around the world indexed the death certificates filed in 1961 using an online application developed in conjunction with the Secretary of State's Information Technology Division. By eliminating the time-consuming process of mailing packets back and forth with the eVolunteers, the Archives indexed the 48,000 certificates filed in 1961 in just three days, a process that took months in past years.



In April 2012, the National Archives and Records Administration released the 1940 Federal Census, a core genealogical research tool, without an index. To help create an index of the 132 million names found in the census, the Missouri State Archives joined forces with genealogy societies and historical organizations around the country as part of FamilySearch.org's 1940 U.S. Census Community Project. With 150 volunteers, the Missouri State Archives indexing group led the nation by indexing and arbitrating over 1.6 million names in the four months it took to complete the project.

Other eVolunteer transcription projects in FY12 included:

- Jackson County Circuit Court Indexes (early 1960s);
- Missouri State Guard Service Cards (early 1940s);
- Pre-1910 Birth and Death Records (Atchison, Buchanan, Randolph and Stoddard counties and the City of St. Louis); and
- U.S. Land Sales.

In FY12, 23 onsite volunteers donated 2,837 hours of time to the Archives. Volunteer docents helped provide tours to fourth- and fifth-grade students, while others assisted the reference staff, processed World War II Reports of Separation and Missouri Mansion preservation records, inventoried maps and digitized photographs from the Division of Tourism and Department of Transportation.

Missouri Digital Heritage

On April 29, 2008, the Office of the Secretary of State launched the Missouri Digital Heritage (MDH) website. The Initiative is a collaborative effort between the Missouri State Archives and the Missouri State Library that dramatically expands online access to information about Missouri's past. Today, more than 6.8 million historical documents are accessible through MDH, connecting users to dozens of collections from Missouri's local libraries, universities and cultural institutions through a single searchable website. The State Archives and State Library work with institutions across Missouri to digitize and place their records on the MDH website.

Collections added to MDH by the Archives during FY12 include:

- Missouri Governors Papers
 - Sterling Price (1853-1857);
 - Trusten W. Polk (1857);
 - Robert Marcellus Stewart (1857-1861); and
 - Charles Henry Hardin (1875-1877);

- Missouri Civil War Battle Flags (with the Missouri State Museum);
- Missouri Conservationist Magazine (1938-1997) (with the Missouri Department of Conservation);
- Powersite Dam Photograph Collection, Camp Ozark (1911-1913) (with the White River Valley Historical Society);
- Urban League of Kansas City Photograph Collection (1922-1959);
- Little River Drainage District Photograph Collection (1914-1928);
- Eckel/Brunner Architectural Collection, St. Joseph City Hall (1870s-1930s) (with St. Joseph Museums, Inc.); and
- St. James Veterans Home Registers (1897-1929).



For more information, explore the website at www.MissouriDigitalHeritage.com.

Supreme Court Digitization Grant

The Missouri State Archives was awarded a National Historical Publications and Records Commission grant to digitize the historic Supreme Court of Missouri case files, 1821-1865, and then link the images to the existing Supreme Court of Missouri Historical Records Database. The scanning of 428,521 images was completed in June 2012 and images were available online soon afterward.

During the grant period, staff standardized the document order within each case file and removed any fasteners that would limit scanning. A staff archivist reviewed 8,423 files, sending any case files requiring treatment prior to scanning to the division's conservation lab. During the course of the grant, conservators cleaned, humidified, mended and separated documents in 1,048 case files.

Education and Outreach

The Missouri State Archives provides a number of opportunities to connect the public to the state's history. These include online, onsite and traveling exhibits, student oriented programs such as Archives facility tours and *Archives Alive!*, monthly public programs and numerous presentations on the holdings of the Missouri State Archives. As in past years, the Missouri State Archives also hosted the Region 4 National History Day in Missouri competition, drawing in students from all over mid-Missouri.

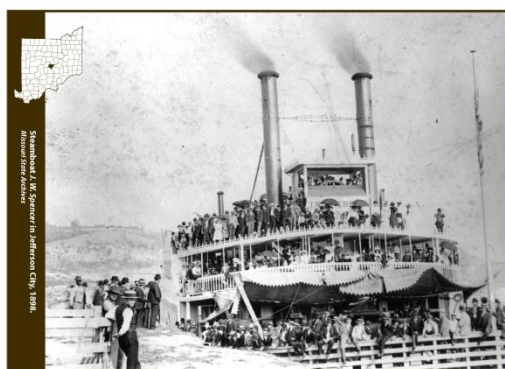
***Archives Alive!* and Tours**



Archives Alive!, an annual series of free history-based theatrical performances for schoolchildren, remained the most popular of the Archives outreach programs. In its second year, the Civil War themed version of *Archives Alive!* brought Missouri's history during the period to life for fourth- and fifth-grade students from public and private schools across the state. The 30 *Archives Alive!* performances were attended by 6,400 students, teachers and parents, making this eighth season of *Archives Alive!* a record year. Students learned about Missouri's role as a border state, the impact of guerrilla warfare on ordinary citizens, the role of slavery in the state's culture and economy, and the significance of Missouri's battles and political climate on the outcome of the

war. The 2012 season was sponsored by the Friends of the Missouri State Archives with donations from Hawthorn Bank, the Missouri Arts Council, the State Historical Society's Richard S. Brownlee Fund, the Eldon Chapter of the Daughters of the American Revolution and an anonymous local foundation.

A CD containing educational resources was presented to each teacher attending *Archives Alive!* or participating in facility tours. The CD includes a variety of tools: an audio tour of the Civil War exhibit, videos of Missouri history programs, lesson plans and worksheets (sample pages below). These materials teach students how to analyze and interpret primary documents, maps and photographs.



Traveling by Steamboat

Steamboat J. W. Spencer in Jefferson City, 1888.
 This is a photo of the J. W. Spencer steamboat operating as a ferry in the Jefferson City area on the Missouri River. The steamboat J. W. Spencer was a sidewheel steamboat built in 1882. It was 131 feet long and 55 feet wide. The J. W. Spencer was one of the last steamboats providing both passenger and cargo service in the mid-Missouri area. It served as a ferry for about 10 years before the construction of the first bridge crossing the Missouri River at Jefferson City. After the bridge opened, the J. W. Spencer went to St. Charles, Missouri.

ANALYZING PHOTOGRAPHS & PRINTS

OBSERVE
 Study the picture closely. Describe what you see.

What details can you identify? Use the chart below to list people, objects, and activities.

People	Objects	Activities

REFLECT
 What clues are there as to the date of this photo/print? _____

Who or what do you think is the subject of this photo/print? _____

Why do you think this photo/print was created? _____

Where might you expect to find this photo/print? _____

Based on what you have observed list 3 things you might learn from the image.

1. _____
2. _____
3. _____

QUESTION
 What questions does this photo/print raise? _____

Where could you find answers to them? _____

During FY12, docents and staff led 52 tours of the Archives for 2,831 students, genealogists, historical researchers and legislators. Student tours reinforce Missouri and American History class curricula, while adult tours focus on efforts to preserve and provide access to the state's public records.

Exhibits

Missouri State Archives' exhibits use documents, photographs and artifacts to inform the public about Missouri's rich history. These exhibits, designed to encourage visitors to seek new perspectives and gain a better understanding of Missouri's past, tour the state and are also available online.

The Missouri State Archives makes its exhibits available, free of charge, to educational institutions, libraries, museums and historical societies across the state. In FY12, *Divided Loyalties: Civil War Documents from the Missouri State Archives* traveled to 15 locations across the state:



- Franklin County Historical Society in Union;
- Wilson's Creek National Battlefield;
- St. Joseph Museum;
- National Archives at Kansas City; and
- Cape River Heritage Museum in Cape Girardeau.

- City of Waverly;
- Bushwhacker Museum in Nevada;
- Nodaway County Historical Society in Maryville;
- Murrell Library, Missouri Valley College in Marshall;
- Stars and Stripes Museum in Bloomfield;
- Miller County Historical Society in Tuscumbia;
- Powers Museum in Carthage;
- Webb City Public Library;
- U.S. Grant National Historical Site in St. Louis;
- Washington Historical Society in Washington;

A smaller tent version of the exhibit (shown above) was used by the Missouri Civil War Sesquicentennial Commission at major reenactments across the state. The entire exhibit, with audio commentary, can be viewed at www.sos.mo.gov/mdh/CivilWar/DividedLoyalties.asp.

In FY12, The Churchill Memorial Museum in Fulton hosted *Ticket to the Past: The First 25 Years of the Missouri State Fair*, while The Warren County Historical Society displayed *Mapping Missouri*. Online versions of these and other exhibits may also be viewed at www.sos.mo.gov/archives/exhibits/.

At the conclusion of FY12, the Archives was in the final stages of preparation for an August 1, 2012 opening of its latest exhibit, *A Legacy of Conservation*, celebrating the 75th anniversary of the Missouri Department of Conservation.

Evening Program Series

The Archives presented 11 evening programs attended by 1,662 people in FY12 as part of its speaker series. Funded by the Friends of the Missouri Archives and the Missouri Humanities Council, these educational programs were held once a month on Thursday evenings with presentations provided by genealogists, historians, folk artists and musicians. All programs were free and open to the public. The series included *Divided Loyalties: A Speaker Series on the Civil War in Missouri*, designed to commemorate the first year of the sesquicentennial of the Civil War.

Some of the most popular programs in FY12 were:

Missouri Germans and the Cause of Union and Freedom—Professor Walter Kamphoefner discussed the daily lives of German Americans during the Civil War demonstrating how and why Missouri Germans supported the war and emancipation.

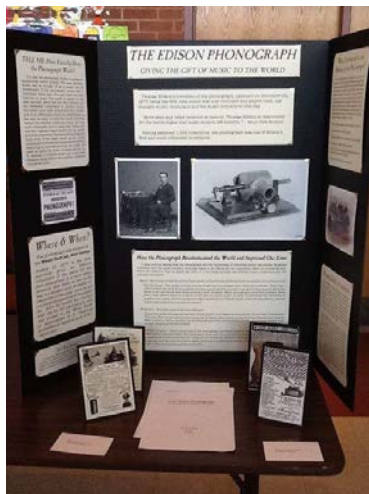
Mobsters in Our Midst: The Kansas City Crime Family—Organized crime in Kansas City was never greater than in the three decades it was ruled by Nick Civella, Kansas City's longest-reigning mob boss. Longtime Federal Bureau of Investigation agent Bill Ouseley shared never-before-published details of the crimes and investigations that brought down Civella and his organization.

Dred & Harriet Scott: Their Family Story—Genealogist Ruth Ann Hager explored how Dred and Harriet Scott finally secured their freedom after years of uncertainty in the courts, and also what happened to Harriet and the couple's daughters after Dred's death in 1858.

Live! At the Ozark Opry—Historian and former Opry performer Dan William Peek offered an interactive program reflecting on the Ozark Opry's 50 year history and long-running television program.

National History Day in Missouri

The Missouri State Archives sponsored the **Region 4 National History Day in Missouri** competition on the last Saturday in February. The top three finishers in each category are eligible to participate in the state contest in April. First and second place finishers at the National History Day in Missouri competition proceed to the Kenneth E. Behring National History Day competition at the University of Maryland-College Park in June.



Competing individually or in small groups, in either the junior division (grades 6-8), or the senior division (grades 9-12), students choose their own research topics based on an annual theme. The theme for 2012 was *Turning Points in History: People, Ideas, Events*. Project formats range from traditional research papers to performances, documentaries, exhibits and websites.

Eight central Missouri students were among this year's state contest finalists and two entries earned special prizes. The Local History Prize and the Missouri History Prizes were presented to Casey Hulsof and Elizabeth Meyer, of Columbia Catholic School, for their Junior Group Exhibit on the Little River Drainage District, *Saving the City by Swamping the Farmland*, while Elma Zweifel, of Gentry Middle

School in Columbia, received the Arvarh Strickland African American History Prize for her Junior Historical Paper, *Bargaining Power and Baseball: How Curt Flood Changed the Face of Baseball*.

Presentations

Archives staff presented 12 outreach programs to 307 attendees on a variety of topics in FY12, ranging from use of the Missouri Digital Heritage website to gleaning genealogical details from military records. The staff also spoke with thousands of visitors while manning interpretive booths at the St. Louis Genealogical Society Fair, Missouri State Genealogical Association Annual Conference, Missouri State Fair and reenactments of the Battles of Boonville, Wilson Creek and Lexington.

Internships and Fellowships

The Archives offers a wide variety of annual student internship opportunities. For-credit internships are provided in Jefferson City, St. Louis and Kirksville, where students are trained in reference services, records processing and conservation techniques, as well as the general principles of archival administration and management.

Each summer a graduate or upper-level undergraduate student is selected from a national pool of applicants to work within the various collections related to African American history. The 2012 African American History Intern, Marcia McIntosh, worked with the Missouri Civil War Sesquicentennial Commission to develop content related to African American Civil War historic sites.

FY12 marked the 6th year the Friends of the Missouri State Archives sponsored the William E. Foley Research Fellowship. This initiative goes beyond providing access to Missouri's historical documents by supplying the means necessary to ensure the use of those resources for scholarly research. Any project using the Archives' holdings to further knowledge of state or national history is eligible for funding.

Jesse Nasta, a Ph.D. candidate at Northwestern University, was chosen as the 2012 Foley Fellow. The Friends of the Missouri State Archives supported Nasta in his work on his dissertation, *Moving Toward Freedom: Slavery, Freedom and Mobility in Antebellum St. Louis*.

2012 marked the 14th year of the Archives highly successful partnership with the Supreme Court of Missouri Historical Society. Each year the Archives and the Society sponsor two internships and the Robert Eldridge Seiler Fellowship. Interns Danielle M. DiGiacomo and Stanley D. Maxson continued to add to the Supreme Court of Missouri Historical Database, processing the records of Supreme Court cases through the Civil War and Reconstruction. This database is available online at www.sos.mo.gov/archives/judiciary/supremecourt/.

The Seiler Fellowship enables researchers to utilize Missouri's court records in the study of state or national history. In FY12 it was awarded to Melissa Hayes, Ph.D., for research examining legal and community responses to out-of-wedlock relationships across the second half of the nineteenth century.

Awards

The Missouri State Archives has been recognized by Family Tree Magazine for 11 consecutive years and "has long been one of [their] favorites" because of the no-cost, easy access to records provided by the Missouri Digital Heritage website.

State Document Preservation Fund

The State Document Preservation Fund was created by the General Assembly in 1996. The fund supports the preservation of and access to documents of historical value by enabling the State Archives to obtain donations from private and corporate sources. At the end of June 2012, the fund balance was \$5,260.30.

Missouri Historical Records Advisory Board

The **Missouri Historical Records Advisory Board** (MHRAB) is authorized by RSMo 109.221 to serve as the central advisory body for historical records planning and projects relating to historic records developed and carried out within the state. The MHRAB provides state-level appraisal of grant proposals submitted to the National Historical Publications and Records Commission (NHPRC) by Missouri records repositories and serves as the review and award panel for grant applications submitted to the Missouri Historical Records Grant Program and the State Archives' Local Records Grant Program. In addition, the MHRAB maintains *Docline*, a listserv through which Missouri's records keepers can share best practices, grant and training opportunities and other cooperative strategies.

In FY12, the MHRAB compiled the collection policies of records repositories located throughout the state and added them to the repository directory found on the MHRAB website. Additionally, the Board finished gathering and editing content for a records repository best practices website which went online in June 2012. The Governor appoints members to the MHRAB, with the advice and consent of the Senate. As the Board's coordinator, the Secretary of State carries out its administrative responsibilities. Federal regulations require members to have experience and interest in the collection, administration and use of historical records, as well as a dedication to the preservation of, and access to, Missouri's documentary heritage.

Members of the Missouri Historical Records Advisory Board (for FY12)

Robin Carnahan
Secretary of State
Coordinator

John Dougan
Missouri State Archivist
Deputy Coordinator

Joseph L. Adams
Former University City Mayor

Robert P. Neumann
Greene County Archives and Records Center

Gregory B. Allen
Allen Financial Corporation

Cynthia L. Parks
University of Missouri-Columbia

Marcia L. Bennett
St. Joseph Convention & Visitors Bureau

Terry L. Ramsey
The Bushwhacker Museum

Raymond Doswell
Negro Leagues Baseball Museum

Joel P. Rhodes
Southeast Missouri State University

Christopher Gordon
Missouri History Museum

David E. Richards
Meyer Library, Missouri State University

Anne G. Rottman
Legislative Library, State Capitol

Gary R. Kremer
State Historical Society of Missouri
ex-officio

Missouri Board on Geographic Names

The **Missouri Board on Geographic Names** (MOBGN) is authorized by RSMo 109.225 to coordinate place-naming activity among local, state and federal agencies. Additionally, the board provides uniformity in geographic nomenclature throughout the state, while retaining the significance, history and culture associated with the names of Missouri's geographic features. Proposed changes or additions to names of geographic features and places in the state are received and evaluated, and recommendations are made to the U.S. Board on Geographic Names for approval.

During FY12, the MOBGN recommended the following new place names for approval:

- Alton Creek, Callaway County;
- August A. Busch Lake #33, St. Charles County;
- Bee Hollow, Shannon County;
- Bee Hollow Branch, Shannon County;
- Bobcat Fork, Bates County;
- Glass Branch, Bates County;
- Groger Creek, Gasconade County;
- Island Branch, Shannon County;
- Seelinger Branch, Bates County; and
- Wildflower Creek, St. Louis County.

Members of the Missouri Board on Geographic Names (for FY12)

Robin Carnahan
Secretary of State
Chairman

John Dougan
Missouri State Archivist
Chairman Designee

Christopher Barnett
Vice-Chairman
University of Missouri-Columbia

Lynn Morrow
Missouri State Archives

Henry Sweets
Citizen Member

Frank Nickell
Citizen Member

Gary Claspell
Office of Administration

Darrell Pratte
Missouri Department of Natural Resources

John Fisher
Citizen Member

Toni Spicci
Missouri Department of Conservation

Alan Foreman
St. Louis District
U.S. Army Corps of Engineers

Jay Turner
Mark Twain National Forest
Salem Ranger District

Ray Fox

Jerry Vineyard

U.S. Geological Survey

Citizen Member

Debra F. Greene
Citizen Member

Dwight Weaver
Citizen Member

Gary R. Kremer
State Historical Society of Missouri

Alan Williams
Missouri Department of Transportation

Gordon McCann
Citizen Member

Local Records Program

Local governments in Missouri generate records documenting the rights of citizens, government actions and community history. The mission of the Local Records Program is to assist these groups with the preservation of their historical and vital records, as well as recommending techniques for the efficient management of their current records.

Local Records staff worked with local governments to:

- dispose of extraneous records based on retention schedules;
- create computerized record inventories;
- microfilm records to reclaim office space and ensure long-term preservation of those records with permanent/historical value;
- conduct workshops and provide consultation on all aspects of records and archival management;
- co-sponsor grant projects; and
- perform conservation treatments in the lab at the State Archives.

The Local Records Program operates in three functional areas: field archivists work directly with local officials both in archival practice and in records management, the grant program funds projects to preserve public records, and the conservation staff provides professional preservation advice and conservation treatment. Local Records staff also worked with the other components of the Records Services Division to create records management and preservation resources useful for government entities.

Local Field Archivists



The core of the Local Records Program is onsite work conducted throughout the state by field archivists. These professionals advise, educate and assist local records custodians in sound records management and archival practices. The services provided by Local Records staff are free of charge to any tax-supported government entity in Missouri. Archivists are typically requested when a local official decides to improve records organization, usually motivated by a desire to reclaim or maximize limited office space. Local Records archivists consult with local government offices, helping them gain intellectual and physical control of their records. This often involves sorting the records, disposing of those that are no longer needed and recommending microfilming and storage strategies.

Records Consultations

In FY12, archivists consulted with the following local government entities:

- cities of Aurora, Ava, Branson, Columbia, Elsberry, Holts Summit, Jackson, Kansas City, Moberly, Neosho, Overland, Palmyra, Peculiar and Unionville;

- circuit courts in Boone, Butler, Cedar, Clark, Howard, Howell, Jackson, Jasper, Johnson, Lawrence, Lincoln, Mercer, Perry, Platte, Polk, Ray, St. Charles, St. Louis, Shelby and Vernon counties, as well as the City of St. Louis;
- probate courts in Butler, Callaway, Cedar, Franklin, Harrison, Miller, Monroe, New Madrid, Pike, Ralls, Scott and Warren counties;
- executive government officials in Andrew, Butler, Cape Girardeau, Christian, Cole, DeKalb, Henry, Howard, Howell, Johnson, Lafayette, Lincoln, Livingston, Macon, Moniteau, Morgan, Newton, Ozark, Perry, Polk, Ray, Saline, Schuyler, St. Charles, St. Louis, Taney, Texas, Washington and Worth counties; and
- county archives, historical societies and other facilities holding public records, including the Bates County Historical Society, Butler County Archives, Cape Girardeau County Archives, Cedar County Historical Society, Department of Natural Resources Land Survey Program, El Dorado Springs Museum, Gasconade County Historical Society, Jackson County Historical Society, Johnson County Historical Society, Kingdom of Callaway Historical Society, Lincoln County Historical Society, Lindenwood University, Miller County Historical Society, Morgan County Historical Society, Phelps County Historical Society, Powers Museum, O'Fallon Historical Society, Ozark County Genealogical and Historical Society, Polk County Historical Society, Ray County Historical Society, St. Charles County Historical Society, St. Charles County Heritage Museum, St. Joseph Museum, St. Louis County Records Center, Tri-County Genealogical Society, Truman State University and Warren County Historical Society.

Inventories and Dispositions



The sheer volume of records in government offices often makes it difficult to locate specific documents when they are requested. This is particularly true of records considered “old” or of uncertain value. Local Records archivists assist local officials by determining the content of their holdings; identifying those records that may be legally discarded; and producing computerized inventories of records with current, permanent or enduring historical value, thereby allowing officials to reclaim valuable office and storage space. In FY12, staff conducted inventory and/or disposition projects in the cities of Aurora, Ava, Peculiar and Unionville as well as Butler, Christian, Livingston, Macon and Worth counties.

Preservation and Access Projects

Judicial records: In FY12, Local Records archivists continued their efforts to identify, preserve and make accessible important aspects of Missouri’s history existing in the state’s judicial records. Working with probate and circuit court judges and clerks, as well as a cadre of dedicated volunteers, the Local Records Program appraised and processed records dating from 1805 to 2001.



Counties with judicial records projects underway in FY12 included Boone, Butler, Callaway, Cape Girardeau, Cedar, Cooper, Franklin, Greene, Harrison, Howard, Howell, Jackson, Jasper, Johnson, Lincoln, Miller, Monroe, New Madrid, Osage, Perry, Platte, Polk, Ralls, Ray, St. Charles, Shelby, Vernon and Warren, as well as the City of St. Louis.

The availability of these records allows researchers to gain a deeper understanding of how local, regional and national issues impacted the everyday lives of Missourians. The topics and themes include slavery, the Civil War, domestic and social relations, economic development, transportation

and frontier history. Several of the projects currently in progress have records dating to the beginning of statehood. Many of these projects have revealed new records that substantially alter and augment our knowledge of early Missouri history.

Truman State University: Local Records made an agreement with Truman State University to establish an on-campus archival processing lab, which began operation in FY12. The University provides workspace to student interns who process records from northeast Missouri, gaining valuable exposure and training in practical public history. The Local Records Program negotiates with local officials for project work and provides professional expertise, training and supplies. The students gain exposure to careers in public history, archives and conservation. This pilot program officially launched in January 2012 for the Spring Semester and was an immense success. University administrators, faculty and students were all extremely satisfied with the initial experience, and the extra production by the students greatly assisted Local Records in achieving its goal of improving preservation and access to public records in northeast Missouri. Local Records hopes to replicate this partnership with other universities throughout Missouri to assist in the preservation of historic records from their regional counties and communities.

Missouri State Archives – St. Louis: Beginning in 1999, the Local Records Program partnered with the City of St. Louis circuit court clerk to preserve historic court records. Processing an immense volume of early records, dating to before the Louisiana Purchase, the St. Louis Circuit Court Project received national attention and was the recipient of two large grants from the National Endowment for the Humanities. Over time, the operation grew beyond merely processing and indexing records to providing public access to researchers. In 2006, the project officially became the first branch office of the Missouri State Archives outside of Jefferson City.

The Missouri State Archives – St. Louis has seen a steady increase in the number of patrons, providing services for 638 researchers in FY12.

Grants

The Local Records Grant Program awards funds to local governments based on competitive applications for eligible records management and document preservation projects. Recipients may receive up to 70% of the total project cost in grant funds. A local funding match of at least 30% is required.

The Missouri Historical Records Advisory Board establishes policy and reviews grant proposals. Since its inception, the agency has awarded 1,042 grants, totaling over \$6,500,000, for records management and document preservation projects around the state. Additional information about the grant program is posted online at <http://www.sos.mo.gov/archives/localrecs/grants>. Due to diminished revenues, the program was inactive during FY12.

Conservation Treatment



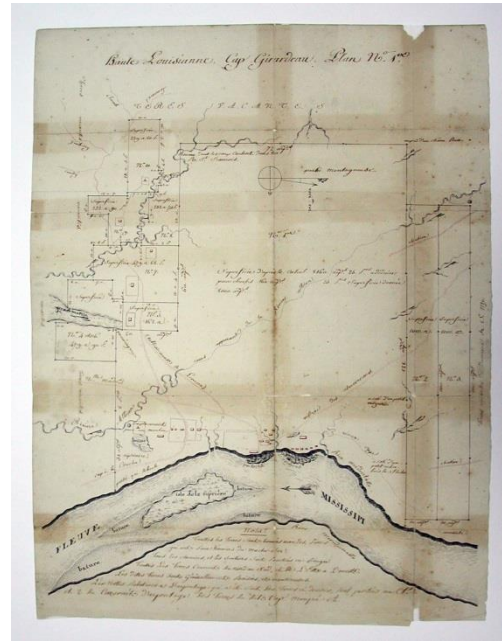
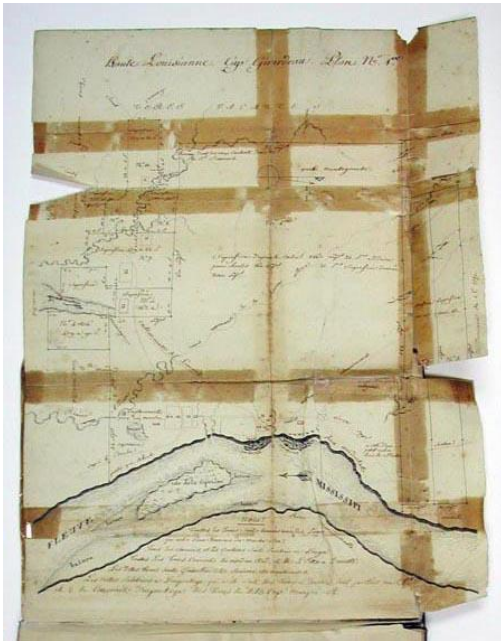
While Local Records field archivists attempt to forestall damage to public records by assisting in the implementation of sound records practices, sometimes damage has already occurred. Conservators repair significant historical documents that have suffered damage due to aging or poor storage conditions. They also provide information and educational programs on the safe storage of records for local government agencies and cultural institutions.

The Local Records Program manages the state's only publicly funded conservation lab for the treatment of paper records. Conservators provide chemical and physical treatments to repair and preserve unique, historically

important documents from the collections of the State Archives as well as from local and state government offices.

Document treatment typically involves an evaluation of condition, surface-cleaning, removal of tape and other old “mends,” washing, mending with Japanese paper and wheat paste, encapsulation and, in certain instances, the construction of customized housing. In FY12, conservators treated a variety of significant records from local and state government. In all cases, items left the conservation lab more stable and in a better condition than when they arrived.

Department of Natural Resources Land Survey Program Collaboration



In September 2009, a team of Local Records archivists and conservators visited the Department of Natural Resources (DNR) Land Survey Program to evaluate its antebellum plats and maps of Missouri regions. The maps of Missouri held in the Land Survey office reveal a great deal about the state's history; some indicate who owned various parcels during the French and Spanish periods, but the primary collection dates after the

Louisiana Purchase in 1803. These documents show the locations of communities that no longer exist, as well as historic locations of rivers, mills, mines, roads and railroad lines. The holdings of the program include private land surveys commissioned during the territorial years.

Since the initial evaluation, the conservators have fully treated several early maps from the Land Survey Program. FY12 treatments include 17 antebellum surveys of St. Louis, St. Charles, St. Ferdinand, Mine a Breton, New Bourbon, Carondelet and Portage des Sioux, dating from 1809 to 1861.

In July 2011, Local Records archivists visiting the DNR Division of Geology and Land Survey identified a significant map from 1860, labeled “New Sectional Map of the State of Missouri,” hanging in the building’s visitor center. Working together, Local Records and DNR staff determined it is likely the earliest statewide map of Missouri identifying the state’s geologic features. Due to its value and unstable condition, it was transported to the conservation lab in June 2012 for treatment.

Conservators also provided full treatment for items from local and state government offices (some of which are now held by local historical organizations), including:

- Atchison City Clerk: Civil War Scrapbook, dated 1861-1898;
- Bates County Historical Society and Museum: 1849 West Point plat and photo montage, as well as an 1849 map of Papinville;
- Cape Girardeau County Archives: documents relating to Ezra King’s Cape Girardeau County Company of Volunteers (dated 1865);
- Carroll County Clerk: architectural drawings of the courthouse (1901), plat drawings of the Jailor’s Residence and Jail (1878) and an 1878 manuscript entitled Specifications for Jailor’s Residence and Jail
- Carter County birth records;
- Lafayette County Clerk: Road Petitions – oversized documents from 1839-1890;
- City of Lexington Historical Museum: 1861 map of Lexington;
- Friends of the Maclay House (Tipton): 1863 Oath of Allegiance of Frailey M. Gleim;
- Phelps County Historical Society: Sons of Veterans—Captain Ferrell, E.P. Camp certificate (1891);
- State Historical Society of Missouri: 11 Missouri soil survey maps (dated 1902-1914); and
- Worth County Clerk: 18 architectural drawings of the Worth County Courthouse (dated 1897).

Some items come to the conservation lab in need of customized housing to ensure safe storage. Such housing was provided in FY12 for two Louis Lorimier day books (dating from 1785) from the Cape Girardeau County Archives, Atchison County Clerk birth and death records, several volumes from the Jackson City Clerk (1877 book of ordinances, 1885 town records and 1949 index to ordinances) and three volumes from Carter County.

The Local Records Program also launched a cooperative project with the Jefferson City Chamber of Commerce to treat and digitize the earliest board minutes, dating from 1924-1980. Conservators disbound the volumes, removed all fasteners, and mended and flattened pages as necessary. Archivists then arranged the pages for imaging.

In addition to documents from the Supreme Court of Missouri, the following items from the Missouri State Archives received significant treatment in the conservation lab:

- 1865 Missouri Constitution;
- the papers of Governor Austin Augustus King (1849-53); and
- Missouri Lands Along the Missouri Pacific Iron Mountain (1912).

Conservators also stabilized a collection of photos of Supreme Court of Missouri justices from the 1950s through the 1980s. After this process, the photographs were scanned and added to the Archives' digital collections before being returned to the court. Additionally, the staff stabilized photographs of Joseph and Eliza Scholl, as well as John Boone, for addition to the MDH website.

Microfilming & Imaging



Microfilm serves as an alternative for preserving the information contained in deteriorating paper records. When produced and stored according to national standards, microfilm can survive for a period of 500 years. In addition, microfilm requires only a fraction of the storage space when compared to paper records. Increasingly, local governments and other organizations consult Local Records staff about the relationship between microfilming and digitization. The staff stresses the importance of microfilm as a long-term preservation medium, while acknowledging the benefits of digital formats for ready access.

The Records Services Division's "Guidelines for Microfilming Public Records" specifies the minimum standards all microfilm must meet for storage with the division and serves as a de facto guide for localities and state agencies. The Guidelines reflect national standards, as well as the advent of technologies facilitating the migration from film to digital media. The guidelines were updated in FY12 to clarify targeting requirements necessary for the easy identification of each roll of film.

With the increasing demand for digital media, Local Records continues to stress the unsurpassed value of microfilm as the long-term preservation method of choice. However, technological advances have also made possible the creation of microfilm from digital images. With that in mind, the "[Statement on Acceptance of Microfilm Created from Digital Sources](#)" specifies the criteria microfilm created by digital sources must meet in order to qualify for storage in the division's secure film vault. Often, the staff provides guidance on the use of hybrid systems that yield the advantages of digital technology, while retaining the security of microfilm.

Resources

Local Records Inventory Database

The online [Local Records Inventory Database](#) continues to support Missouri historical research. While originally created for administrative and legal purposes, the database has opened records from courthouses and municipal offices to all researchers, improving our understanding of Missouri persons, events, themes and institutions.

Since its inception, the Local Records Program has completed over 460 computerized inventories for offices in 106 of the 114 Missouri counties and the City of St. Louis. These efforts provide local officials intellectual control of their records, as well as the ability to plan for the preservation and security of public information, while protecting public access and use. This database is updated periodically as additional inventories are completed, and is available to both local governments and the public. During FY12, the database was searched 174,688 times.

Retention Schedules

Missouri state statute (RSMo 109) governs the public records retention and destruction schedules. Local Records staff analyzes records series produced by local governments based on their current and long-term administrative, fiscal, legal and historical values, and then submits detailed appraisals in the form of draft records retention schedules to the Local Records Board for review and promulgation.

Retention schedules were also reformatted and posted to the Local Records website as PDF files, allowing users to download them directly to their workstations. These schedules were downloaded 38,534 times in FY12 and viewed online an additional 95,341 times. County, municipal government and minor political subdivision records retention schedules are available online at www.sos.mo.gov/archives/localrecordsecs/schedules/.

Records Management

Local Records' overall goal is to improve the management and preservation of local government records. In FY10, in response to the ever increasing number of inquiries from local officials, Local Records formalized a basic records management best practices manual for local governments. The Missouri Local Government Records Management Guidelines were designed to be easily understood by anyone from elected officials to office clerks, briefly covering legal requirements, records management theory, good and bad practices, use of retention schedules, the importance of a record management policy, disaster planning, electronic records and records preservation. The file is available at www.sos.mo.gov/records/recmgmt/MoLocGovRecMgmtGuides.pdf.

Outreach Activities

To ensure local governments continue to receive up-to-date information on the management and care of their records, Local Records archivists and conservators provide programs on a variety of topics at annual statewide training conferences of executive and judicial government employees, meetings of regional city and county clerks' organizations and other special programs. In FY12, Local Records archivists spoke at meetings of the Northwest Missouri City Clerks and Finance Officers Association, Southwest Missouri City Clerks and Finance Officers Association, South Central County Clerks Association, Missouri Rural Water Association, Public Safety Answering Point Conference, Missouri Municipal Clerks and Finance Officers Association, Missouri State Historic Preservation Conference, Missouri Library Directors, St. Louis Area Archivists, Truman State University, Missouri Prosecutor's Support Staff Conference, Missouri Conference on History, Missouri Police Chiefs Association, Springfield Area Archivists, Kansas City Area Archivists, University of Central Missouri and Lindenwood University.

Training & Consultation

The conservation staff provides technical preservation information to the State Archives, state and local government offices, local archives and historical societies housing Missouri public records.

The office loans out Preservation Environment Monitors, at no cost, to assess the impact of temperature and humidity on the longevity of records collections across the state. Conservators perform software analysis and provide the results to local officials. During 2011, environmental monitors were placed in the following sites:

- Barton County Recorder's Office;
- Jackson County Records Center;
- Howard County Clerk's Office;
- Missouri State Archives – St. Louis;
- Morgan County Historical Society;
- St. Charles County Heritage Museum; and
- Tower Grove Park (St. Louis).

Conservators provided extensive, onsite consultation and follow-up guidance to the New Haven Preservation Society as they developed a records facility and archival/preservation program. The staff also consulted with St. Paul Lutheran High School (Concordia) about their MHRGP-sponsored photograph preservation project.

They also provided guidance to the following organizations:

- Cape Girardeau County Archives: ultraviolet-filtering sleeves;
- Carroll County Clerk: framing historic blueprints;
- Central Methodist University: guidance on NEH guidelines;
- Glasgow Clerk: pest control;
- Holts Summit: referral to paper conservator;
- Jewish Federation of St. Louis: mold remediation;
- Mercer County: time capsule;
- Missouri State University: mold remediation;
- Supreme Court of Missouri: temperature/humidity recommendations for preservation of library/archival materials, as well as oil paintings and other objects ;

- National Archives/St. Louis: humidification and flattening;
- National Churchill Museum: automobile sticker preservation;
- St. Charles County Historical Society: textile preservation;
- St. Joseph Museum: humidification methods and materials;
- City of St. Peters: microfilming standards and specifications;
- Southeast Missouri State University: planetary scanners;
- Springfield/Greene County Museum and Missouri State University: onsite consultation on damaged/deteriorating photographs; guidance on protecting collections during reconstruction/renovation; referral to textile conservator for disaster recovery;
- State Historical Society: disaster recovery; and
- Warrenton City Clerk: microfilming.

Conservators also provided guidance to private citizens on yearbook preservation, the cleaning of playbills, caring for a Thomas Hart Benton lithograph and the preservation of Haitian land records (via the Supreme Court of Missouri), as well as answering various questions on the preservation of newspapers, diaries, military pins, blueprints and clothing.

The conservators routinely offer educational tours of the conservation lab. During FY12, tours were provided for Archives volunteers, Missouri Digital Heritage staff, Anheuser-Busch archives staff, executives of the Genealogical Society of Utah, Northeast Arkansas Regional Archives director, First Baptist Church of St. James, board members of the Maclay House (Moniteau County), Phelps County Historical Society, Truman State University students and faculty, the White River Valley Historical Society Director and students and faculty of William Woods University.

Volunteers and Interns



Local Records field archivists, in cooperation with local public officials, attracted dozens of volunteers to help preserve historical executive and judicial records. Several projects were advanced thanks to the work of citizens in Boone, Butler, Cedar, Cooper, Franklin, Gasconade, Howell, Jasper, Johnson, Lawrence, Lincoln, Osage, Polk, Ray and St. Charles counties. Fifty-three volunteers from historical and genealogical societies contributed over 6,796 hours in FY12. Since FY04, civic-minded volunteers have given in excess of 48,786 hours to Local Records projects.

The Local Records Program offers students who attend publicly funded colleges and universities the opportunity to explore career possibilities in the archives and records management fields. In FY12, in addition to the intern program at Truman State University, two student interns worked at the Missouri State Archives – St. Louis.

The conservators also provided support to the State Archives interns during FY12, providing training on the proper methods for cleaning, humidifying and flattening records, as well as separating starch wafers.

Local Records Board

The Local Records Board is authorized by RSMo 109.30 and 109.255 to coordinate the establishment of retention schedules for all local governments.

In FY12, a completely revised County Clerk Schedule was adopted and released by the Local Records Board. There were also additions and revisions to the Sheriff, Police, Treasurer and General Retention Schedules.

Members of the Missouri Local Records Board (for FY12)

Dottie Crenshaw
Lincoln County Recorder

Sherry Royal
Springfield Police Department

Danny Ellsworth
Adair County R-1 Schools
Green Castle

Brett Rogers
Columbia College

Robin Littrell
City Clerk
City of Riverside

Tracy Smith
Shelby County Clerk

Georgia Maxwell
Daviess County Recorder

Jackie Wagner
City of Columbia Records Manager

Kathie Needham
Aurora City Clerk

Peggy Ward
Linn County Clerk

Larry D. Rademan
Cole County Recorder

Lou Wehmer
Howell County Historical Society

Charles Reese
Kansas City Records Manager

Records Management

The mission of the State Records Management Division is to promote the efficiency and continuity of state government, document the rights of Missouri citizens and preserve the state's heritage by providing state government agencies with the necessary instruments to develop effective and efficient information control. Services are provided at no charge to state agencies. Savings on storage of state documents through this system more than offset program costs. Organizationally, the Records Management Division consists of three components: Records Analysis and Consultation, the State Records Center and Imaging Services.

Records Analysis and Consultation

Sound records management programs consist of a planned and coordinated set of policies, procedures and activities to manage recorded information. The professional records analysis staff, comprised of records analysts and electronic records archivists, is an invaluable resource to state agencies. The analysts and electronic records archivists help develop records management policies and guidelines and provide the expertise and knowledge to assist agencies in operating effective and efficient records management programs.

Records Tracking Software

The State of Missouri Agency Records Tracking (SMART) system is a web-based system that provides state agency customers with online access to the services of the Division. SMART allows agencies to: view and update agency records disposition schedules; create, view, request and transfer boxes or files for their particular agency to or from the State Records Center; and view and request copies of rolls of microfilm stored in the microfilm vault.

SMART was designed to reduce the turnaround time for updating and creating agency records retention schedules, allow agencies to easily integrate their retention schedules into electronic records management systems and give agencies easier access to their holdings in the records center. In FY12, 30 training classes were offered in which 235 people learned to use the system. There were 257 record series created or updated, 28,002 boxes added to the system, 298,201 files created and assigned to boxes, and 1,305 rolls of microfilm added to the system. Several state agencies are also now using the system to internally track files.

Records Retention and Disposition

A major key to managing records is determining how long to keep them and when they can be destroyed after their active usage has diminished. Records retention is based on the life-cycle concept: creation, use, inactivity and destruction. Like other resources, the value of most information tends to decline over time. Records need to be kept for as long as they are needed to support administrative, legal and fiscal functions, but no longer. A few records, typically less than a fraction of one percent of those created in a given year, should be retained permanently because of their historical significance. Historically significant records are stored for a period of time within the State Records Center during agency use, but are eventually transferred to the Missouri State Archives for preservation and public access.

The primary tool for documenting these determinations is the Records Disposition Schedule. The Records Analysis staff works closely with state agency officials to identify categories of agency records and incorporate them into an Agency Records Disposition Schedule. Once the agency identifies one or more series of records, the analysts and archivists meet with agency officials to determine how long the records are needed to meet business functions. Factoring into this determination are statutes, regulatory codes and similar records series in

states across the nation. The analysts work with agencies to prepare draft disposition schedules, which include the records series title; a clear description of the records and how they are used; and the retention and disposition instructions after the records become inactive.

Agency Records Disposition Schedule			
Division/Program	Section	Sub-Section	
SERIES # 11047	SERIES STATUS	APPROVAL DATE	DISPOSITION DATE
TITLE: Budget Files			
DESCRIPTION: Financial status reports, transmittal/interim documentation, quarterly statements, and allocations used in administration of an agency's budget. May be destroyed after completion of state audit if completed before end of retention period.			RETENTION: 1 year, 1 Month, 3 Days, 0
NOTES:			DISPOSITION ACTION: Destroy
SERIES # 11048	SERIES STATUS	APPROVAL DATE	DISPOSITION DATE
TITLE: Budget Formulation Report			
DESCRIPTION: Includes budget request, identified reports and worksheets associated with budget planning, and submitted and for a final order of operations, personnel salaries, report, and requirements. May be destroyed after completion of state audit if completed before end of retention period.			RETENTION: 1 year, 1 Month, 3 Days, 0
NOTES:			DISPOSITION ACTION: Destroy
SERIES # 11049	SERIES STATUS	APPROVAL DATE	DISPOSITION DATE
TITLE: Check Register			
DESCRIPTION: Records in GLE II or other system, whether electronic or paper, that document account activity.			RETENTION: 1 year, 1 Month, 3 Days, 0
NOTES:			DISPOSITION ACTION: Destroy
SERIES # 11050	SERIES STATUS	APPROVAL DATE	DISPOSITION DATE
TITLE: Current Savings Report			
DESCRIPTION: Documentation of accounts earned, paid, and withheld from employees for a pay period. Contains information for each employee, regardless of administrative unit. May be destroyed after completion of state audit if completed before end of retention period.			RETENTION: 1 year, 1 Month, 3 Days, 0
NOTES:			DISPOSITION ACTION: Destroy
SERIES # 11051	SERIES STATUS	APPROVAL DATE	DISPOSITION DATE

After reaching consensus with the agency, the analysts take the proposed Agency Records Disposition Schedules before the State Records Commission for discussion, necessary revisions and approval. Once approved by the Commission, the schedule serves as the legal authority for the agency to either destroy obsolete records or transfer historical records to the Missouri State Archives. The staff currently maintains more than 636 Agency Records Retention and Disposition Schedules, including the General Retention Schedule that applies to all state agencies.

Staff Training and Development

During FY12, the professional staff continued developing their knowledge and understanding of records management concepts and new developments, particularly related to electronic records and technology. Staff attended the Association of Records Managers and Administrators Central Missouri Chapter Meetings and Spring Seminar. Staff received training on essential records and disaster preparedness from a project led by the Council of State Archivist. Staff also provided training to multiple state agencies and other organizations.

State Records Center

Many records may be retained for years after they are no longer used on a daily basis. The inactive life of a record can range anywhere from two years to 75 years or more after its period of active use. In fact, some historical records must be maintained permanently. Records that are on a Records Disposition Schedule and have reached an inactive status may be stored within the State Records Center. While the Records Center is the physical custodian, the transferring agency maintains proprietary control over its records. State agencies with an approved records retention and disposition schedule are eligible to store records in the State Records Center.

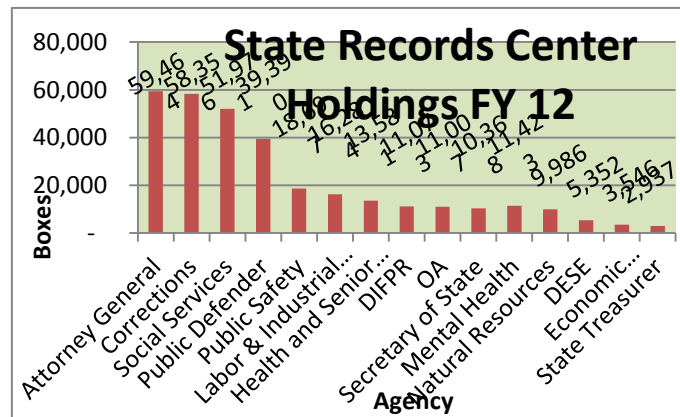
Records Center Holdings and Growth



The State Records Center consists of two separate facilities. The James C. Kirkpatrick State Information Center (JCKSIC) is the main facility. The JCKSIC's climate-controlled environment was designed for the protection and preservation of long-term records (those with retention of more than ten years) and permanent records. The capacity of the records center portion of the facility is 133,350 cubic foot boxes of records. The State Record Center Annex, located on Scruggs Station Road in Jefferson City has a current total capacity of 246,288 cubic

feet of records. The capacity of the combined facilities can expand to 394,926 boxes with additional shelving units.

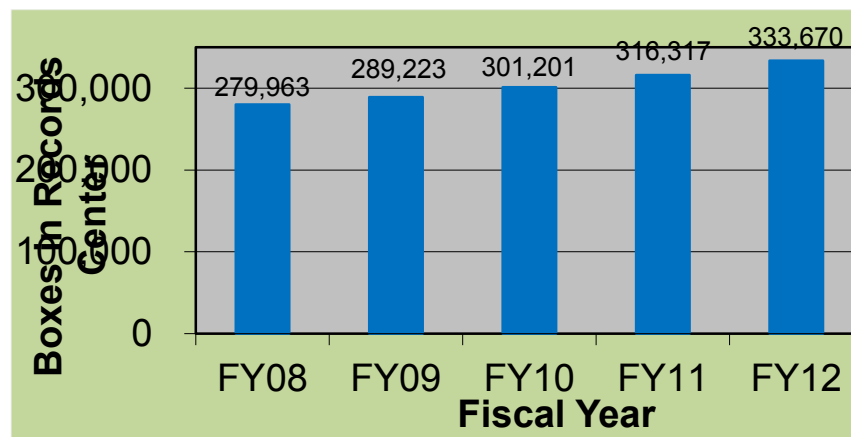
As of June 30, 2012, the State Records Center held 333,670 cubic feet of records. Total accessions for FY12 were 25,050 cubic feet of records. Staff recycled 6,978 cubic feet of records that had met their retention requirements, producing a net gain of 18,072 boxes. Many of these records are long-term confidential records that may never be transferred to the Missouri State Archives. The holdings belong to approximately 372 business units within state agencies. The following chart illustrates the volume of records boxes stored by the 15 most active departments.



Records Management staff work diligently to limit the rate of growth in Records Center holdings by prompt destruction of eligible records and by reviewing agency disposition schedules to shorten retention periods, when appropriate. Nevertheless, the holdings continue to grow and the Records Center should be able to handle the increases for the next four to six years. After which, it is likely that we will need additional resources.

The requirement for economical paper records storage will continue throughout the next 40 years. Computers and electronic forms of communicating and transacting business have been common in offices for over 20 years. At one time it was thought that the advent of computers would lead to the idea of the “paperless office,” where paper files and records could be eliminated or greatly reduced. The reality is that technology has created a proliferation of paper, mostly based on the ease of creation and duplication.

As the amount of information contained in electronic systems continues to increase, so too does the amount of paper records generated in relation to that electronic data. The following graph illustrates storage holdings in the State Records Center over the past 5 years.



Records Center Savings

The State Records Center saves the state money by providing offsite storage at a much lower cost per cubic foot than storage in agency office space. The storing agency can request records whenever they are needed and return them for re-filing. Records are stored in a secure facility, protected against unauthorized access, environmental hazards, pests and fire. The Records Center also tracks the retention periods of stored records, ensuring that records that no longer have any value are disposed of as soon as they are eligible and the agency approves the disposition form.

To illustrate the cost savings of storing records in the State Records Center, assume that all 25,050 boxes received in FY12 in the Records Center are to be retained for five years. In reality, many of the boxes will be retained longer. The following table compares the cost of storing files in the records center versus storing them in filing cabinets in an agency's office for just the five year period. The assumptions are based on:

- \$13.03—The estimated annual cost of storing one cubic foot of records in an office environment (including file cabinets, office space and the \$10.24 per square foot statewide average cost of leased office space).
- \$1.46—The average cost per year to store a cubic foot box of records in the State Records Center.
- \$0.22—The cost to process and destroy a box of files.

Cost Comparison: Storage in the State Records Center v. Agency Office Space

Costs	State Records Center	Agency Office Space
Year 1	\$4.53	\$13.03
Years 2-5	\$6.24	\$55.12
Destruction	\$0.22	\$0.22
Total Cost per box	\$10.99	\$68.37
Cost to store 25,050 boxes five years	\$275,299	\$1,712,668
Savings over five years	\$1,437,389	

These savings are based solely on the records accessioned in FY12 and do not reflect the savings for the additional 308,620 boxes held at both facilities.

Record Retrieval and Delivery



Records Center personnel schedule box pick-up and delivery services for agencies within Jefferson City, while agencies outside of Jefferson City are responsible for arranging their own records shipments. Agencies may request individual files, which are then returned through inter-agency mail in Jefferson City and through the postal service for those outside Jefferson City. Agencies are responsible for returning their own files.

Agencies retain full access to their records in the State Records Center. If a file is needed, a Records Center clerk retrieves it and it is sent to the agency. When the agency returns the file, a staff member refiles it in the appropriate box. These processes are referred to as "pull/refile requests." In FY12, Records Management processed 61,376 pull/refile requests in support of

state agencies and their missions. All these services are provided at no cost to state agencies. Additionally, numerous state agencies use their own staff to pull and refile their own files and boxes.

Imaging Services

Microfilm is an excellent storage medium for the preservation of long-term and historically significant records,



while digital imaging is a great tool for accessing records and disseminating information quickly to multiple users. Both have advantages and disadvantages that must be weighed when deciding how to best care for and manage information resources within an organization.

The Imaging Services Section has operated a full-service microfilm laboratory since 1967. Services include source document microfilming, microfilm processing and duplication, rigorous quality assurance testing and storage within a state-of-the-art environmentally controlled vault. In 2008, Imaging Services acquired digital equipment and reconfigured the

production floor to begin imaging records for inclusion on the Missouri Digital Heritage website.

Digital Imaging Services

In FY12, staff scanned 1,535,709 images for inclusion on the Missouri Digital Heritage Website and for various state agencies. A sampling of the projects includes Redistricting Maps, Governors' Papers, World War I Unit Histories, Missouri State Penitentiary Registers, State Soil Maps, Missouri Conservationist Magazine, Federal Soldiers Home Records, Missouri State University Standard newspapers and the 1961 Death Certificates. The images were created by scanning both paper documents and rolls of microfilm.

Microfilming Services

The Records Management Division continues to microfilm records for state agencies. Microfilm is used by agencies wanting to preserve historical documents and provide access to older documents without damaging the originals as well as for agencies that have a need to maintain records in offices with limited storage space but lack the funds to purchase or maintain imaging systems. During FY12, Imaging Services filmed 1,907 rolls of microfilm, producing 2,518,193 total images.

Processing, Duplication and Quality Assurance

In addition to creating microfilm, the imaging unit also duplicates and tests in-house created film as well as film created by state and local agencies. Technicians visually inspect each roll of microfilm and conduct density and resolution tests. If defects are found, the film is rejected and the project is re-filmed. During FY12, technicians inspected and processed 2,885 rolls of microfilm and duplicated 7,319 rolls of microfilm.



Vault Storage

Film that is properly stored in a properly climate-controlled vault should have a usable life of at least 500 years. The microfilm vault is kept at a constant temperature of 58° F (plus or minus 2°) with a constant humidity level of 35% (plus or minus 2%). If either the temperature or the humidity level fluctuates past the plus or minus 2 mark, an alarm sounds and service technicians are immediately dispatched. Currently, more than 293,236 rolls of microfilm are stored in the vault.

State Records Commission

The seven-member State Records Commission was created by state statute (RSMo 109.250). The Commission determines how long records must be maintained in order to serve the needs of government. Once the records have met their retention requirements, the Commission determines their proper disposition either by destruction or transfer to the Missouri State Archives.

State Records Commission Meetings

The State Records Commission is authorized to determine how long records must be maintained in order to serve the needs of government. Once the records have met their retention requirements, the Commission determines their proper disposition, either by destruction or transfer to the Missouri State Archives.

The State Records Commission met on October 13, 2011. During the meeting 10 record series were added or updated on the General Retention Schedule and 314 record series were added or updated on 46 agency specific schedules. The agency specific schedules approved by the Commission were from:

- Agriculture;
- Corrections;
- Health and Senior Services;
- Insurance, Financial Institutions and Professional Registration;
- Labor and Industrial Relations;
- Public Safety;
- Secretary of State;
- Social Services; and
- Transportation.

The State Records Commission met again on June 19, 2012. During the meeting 9 record series were added or updated on the General Retention Schedule and 181 record series were added or updated on 44 agency specific schedules. The agency specific schedules approved by the Commission were from:

- Corrections;
- Economic Development;
- Health and Senior Services;
- Insurance, Financial Institutions and Professional Registration;
- Public Safety;
- Revenue;
- Secretary of State;
- Social Services; and
- Transportation.

State Records Commission Members (for FY12)

Robin Carnahan, Chair
Secretary of State

John Dougan, Secretary
State Archivist

Senator Bob Dixon
Missouri Senate

Representative Dwight Scharnhorst
Missouri House of Representatives

Doug Porting, Designee for
State Auditor Thomas Schweich

Joe Dandurand, Designee for
Attorney General Chris Koster

Tim Robyn,
Acting Missouri Chief Information Officer

Gary Kremer, Executive Director
State Historical Society

Brett Berri, Designee for
Commissioner of Office of Administration